



This Alert was originally published on December 19, 2016. It has been revised to use the language in *Chapter 16, Rules for Electronic Filing*: the term “Seal” has been changed to “Restrict Access.”

Date: February 17, 2017

Subject: Service of Documents Proposed for Restricted Access ~~to Be Sealed~~ or Filed under an Order to Restrict Access ~~Seal~~

EDMS does not serve these documents. The filer of a Document Proposed for Restricted Access or a document Filed under an Order to Restrict Access is responsible for service on all parties who require service.

Because the Chapter 16 rules describe a number of options for restricting a docket entry or a document, EDMS can't anticipate what the filer will request or what the judge's order to restrict will approve in terms of restricting the docket entry or the document. That's why EDMS can't accurately determine what parties are authorized to see that the document was filed or to see the document. Therefore, it is the filer's responsibility to service these documents.

Whenever you file an Application for Restricting Access and a Proposed Document for Restricted Access, or whenever you check the box on the electronic coversheet in EDMS that indicates your document is Filed under an Order Restricting Access, you must manually send notification of that filing to the parties that require service, just as you did when filing in paper before the advent of EDMS.